



HBCU CONNECT Annual Conference and Career Fair Information Package

HBCU CONNECT proudly presents the 2025 Annual Conference and Career Fair, which will be held June 26th- 27th, in Washington, DC. The Career Fair will serve as the anchor event and take place on Friday June 27th from 8:30 AM until 5:00 pm at Gaylord National Resort and Convention Center.

While the recruitment reception is specifically designed to allow employers to connect with job seekers (active and passive) interested in exploring new career opportunities, your team will have an all-access pass to attend all events. The additional social events provide an opportunity for you and your team members to interact with professionals that might not otherwise attend career fairs known for attracting college students, recent graduates, or more experienced professionals.

Agenda of Events:

Thursday, June 26th, 2025

- **Sponsor Load-In #1 & Registration (12:00 PM – 5:00 PM)**
Gaylord National Resort and Convention Center, 201 Waterfront St, Oxon Hill, MD 20745
Locations: Prince George’s Exhibitor Hall A
- **VIP Welcome Recruitment Reception (7:00 PM – 9:00 PM)**
Gaylord National Resort and Convention Center, 201 Waterfront St, Oxon Hill, MD 20745
Location: Eastern Shore

Friday, June 27th, 2025

- **Sponsor Load-In #2 & Registration (7:00 AM – 8:30 AM)**
Gaylord National Resort and Convention Center, 201 Waterfront St, Oxon Hill, MD 20745
Location: Prince George’s Exhibitor Hall A
- **Professional Networking and Recruitment Reception (AKA Career Fair) (8:30 AM – 5:00 PM)**
Gaylord National Resort and Convention Center, 201 Waterfront St, Oxon Hill, MD 20745
Location: Prince George’s Exhibitor Hall A
- **Professional Development Sessions (9:30 AM – 4:00 PM)**
Gaylord National Resort and Convention Center, 201 Waterfront St, Oxon Hill, MD 20745
Professional and Personal Development Sessions on various topics throughout the day.
Location: Prince George’s Exhibitor Hall A – Stage Area
- **Professional Networking Happy Hour & Mixer (5:00 PM – 9:00 PM)**
Gaylord National Resort and Convention Center, 201 Waterfront St, Oxon Hill, MD 20745

Location: Prince George's Exhibitor Hall A

Career Fair Information

1. Location: Gaylord National Resort and Convention Center

201 Waterfront St
Oxon Hill, MD 20745

The reception will be in Prince George's Exhibitor Hall A, which is located on the lower level of the convention center. Prince George's Exhibit Hall is the largest hotel exhibition facility in the Metro-Washington, D.C. area.



Figure 1 - Registration

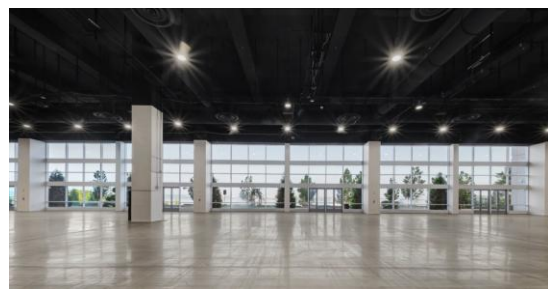


Figure 2 - Exhibit Hall Snapshot

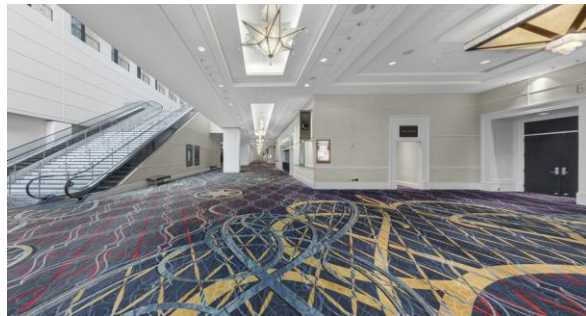


Figure 3 - Pre-Event Space

2. Booth Setup & LOAD-IN Windows

Within Prince George's Exhibitor Hall, there will be assigned tables (each with 2 chairs), access to electric (extension cords and power strips) and space for each participating employer to place any materials (SWAG, marketing collateral, etc.) out for attendee consumption. In addition, there will be an area behind your table to set up any displays that are no larger than 10 feet wide by 10 feet deep (10'x10').

For your convenience, HBCU CONNECT provides 2 load-in periods where you will be able to bring all items related to your booth and/or activation into the Exhibition space.

*LOAD-IN Period 1:	Thursday, June 26th 12pm – 6:00pm – Each sponsor will have a 30-minute window within this timeframe (timeslot will be shared later).
*LOAD-IN Period 2:	Friday, June 27 th 7am-8:30am - Final opportunity to load-in before the conference kickoff.

3. Shipping/Receiving

To/From Gaylord National Resort & Convention Center

If you need to ship materials in for the event, we suggest utilizing the **Fedex Print & Shipping** located on the Gaylord National Harbor & Convention Center Premises.

Package Labelling Standards are below:

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Gaylord National Resort
201 Waterfront Street
National Harbor, MD 20745
RE: HBCU CONNECT Career Fair

Box ___ of ___

NOTE: Receiving or handling fees will be accessed for both inbound and outbound packages. These fees are in addition to any transportation charges determined by the carrier for shipping. Please contact the FedEx Office location within the hotel for additional details.

Phone: 301.567.0457

Fax: 301.567.1813

Email: usa5629@fedex.com

1. Please complete the [Advanced Shipping Notice Form \(Click here\)](#) and return to eventteam@hbcuconnect.com.
2. Prepare your packages and be sure to include packing tape, **FedEx return labels**, and please placard each package with the following information:
 - a. Company Name
 - b. Booth #
 - c. Contact Person
 - d. Contact # (to text if needed)

4. Materials Needed and What to Bring

- Please send us a **company logo** (300x250 resolution) that you would like us to use on our website and in our marketing materials.
- List of participating recruiters (First Name, Last Name, Email Address)
- Power Point Slide or 1 minute video you would like shown during the Professional Networking Reception on projector screens.
- **Video format:** While our preference is to use embedded code from an existing source like YouTube, Vimeo, or something similar, any file format that works with YouTube would suffice as we will load your video on our YouTube channel and then add it to our video rotation ad spot.
 - ⇒ List of types of candidates you typically hire. A list of job links will suffice if that is easier.
- **We highly recommend that you wear company apparel (T-Shirts, Polos, or Button Ups) with your company logo etc. so that candidates can identify you during the networking reception.**

5. Parking

Self-Parking is available at a discounted cost of \$30 plus applicable sales tax per entry. Valet parking is \$67.00 plus applicable sales tax per day.

6. Miscellaneous

Wi-Fi Access within the Exhibitor Space

If you are planning to book lodge at the Gaylord National Resort & Convention Center, you will have complimentary Wi-Fi access.

If you are planning to book your hotel elsewhere, please contact us as soon as possible so that we can ensure that you have access within the Exhibitor Hall.

Electricity, Carpet, Food & Beverage

While the exhibitor floor will be furnished with carpet runners, your individual booth will not be furnished with electricity or carpet. In addition, outside food and beverages (F&B) are prohibited but can be purchased from the Gaylord National Resort. Therefore, if you're interested in purchasing any of the above, please [click here](#).

Upon clicking, here are some simple instructions to guide your selections:

- CLICK NEW COMPANY to Register/set up an account under your company name
- Once you set up your account the system will email you a temporary password. Use it to login for the first time then update your password
- Scroll down to **HBCU Connect**
- Place your order and remember that you'll be billed for power, carpet, and F&B distributed at your booth.

7. Agenda

VIP Welcome Networking Reception – June 26, 2025, 6:00 PM – 8:30 PM (Eastern Shore Rooms 1 and 2)

We kindly request that each company has at a minimum of 1 representative present for an exclusive evening of high-level networking as we kick off the 2025 HBCU CONNECT Conference and Career Fair. Our VIP Networking & Event Kickoff Reception offers employers a unique opportunity to connect with a curated group of seasoned, high-performing diverse professionals in an intimate, executive-style setting. This premier event is designed for experienced professionals looking to build relationships with top-tier companies hiring at our event — ahead of the main conference and career fair. Excellent opportunity to network without a resume or lining up to chat at a booth in a typical career fair environment. Enjoy a glass of wine, upscale hors d'oeuvres, a relaxed yet professional atmosphere, and the opportunity to establish meaningful connections before the main event begins.

Career Fair Timeline – June 27, 2025

- 7:00 am – Register as an employer and set up any materials you'd like to share with attendees – Prince George's Exhibitor Hall (A) in your assigned booth location and if applicable, please enter your designated suite.
- 8:30 am - Make sure everything is set up (within your booth space) for receiving guests.
- **9:00 am - Welcome job seekers to your booth for conversations. If you've selected a sponsorship package that includes a suite/breakout room, feel free to redirect candidates to your space for private screening and interviews.**
Conversations throughout the event should be to screen candidates, gauge interest, figure out follow-ups, collect resumes and business cards for follow up conversations.
- 4:30pm – HBCU CONNECT Closing remarks / End Event

Weekend Event Access

As a part of your participation in our Annual Conference and Career Fair, you will have access to any social events throughout the weekend that are sponsored by HBCU CONNECT. You will be allowed to enter any of the events with the Lanyard that you will be provided with during registration.

We will also issue all access pass event tickets, based on the quantity specified in the selected sponsorship package, to your team members in attendance.

Please be sure to email a list of your team members who will be joining us.

We will need: First Name, Last Name, Email Address, and Title.

Email this information to: annualevent@hbcuconnect.com

Hotel Accommodations

Gaylord National Resort and Convention Center

201 Waterfront St
Oxon Hill, MD 20745

We have a limited number of rooms reserved specifically for our participating employers. To reserve a room under our room block, attendees can make a reservation by using the link below:

[Gaylord National Resort & Conference Center - BOOKING LINK](#)

Special Room Rate: Starting at **\$259/night**

Additional Hotel Options in Washington, DC (near National Harbor):

Please use the following google link to review hotel options near the Gaylord National Harbor & Convention Center host venue.

[Hotel Options in Proximity to Gaylord National Resort & Convention Center](#)